

eVA Interface and Integration Design Team – Import/Export Group

Meeting Minutes
May 22, 2003

Opening:

A meeting of the eVA import/export interface workgroup was called to order at 10:00 AM on 5/22/2003 in Richmond.

Present:

Jan Bond, DGS/DPS	Andy Kmett, VCE (phone)
Richard Brough, DSS	Joy Lazarus, DMHMRSAS (phone)
Chris Childress, DOLI (phone)	Beth Lock, DMHMRSAS (phone)
Maria Hatcher, DGS	Parvin Mirshahi, DGS
Cheryl Kimball, DOLI/DCR (phone)	

A. Approval of Agenda

The informal agenda:

- 1 – Implementation Status
- 2 – New Work
- 3 – Agencies General Status
- 4 – Policy Questions

B. Approval of Minutes

Previous meeting minutes were reviewed.

C. Issues

Open Issues

1. It was reported that vendors are having problems accessing the system on weekends. The group would like to know time periods when eVA Vendor Registration is not available.
Status: Marion Lancaster has contacted the eVA Contract Officer to give the exact time when the system should be available.

10/31/2002 – The contract officer is working on the response. At a minimum, the system should normally be available Monday through Friday from 8AM to 6PM. The contract officer is working on the exact schedule that includes non-business hours such as nights and weekends.

11/14/02 – Waiting on AMS for official answer.

Closed Issues

No items closed at this session.

D. New Business

1. Implementation Status
Nothing to report.
2. New Work

*** Note: Minutes reflect discussions, not final decisions. A separate document will be provided with final decisions.

Nothing to report.

3. Production Status

DGS –

- Jan Bond reported that DPS policy committee continues to meet to discuss the policy questions and should have answers soon.
- Just as a reminder, Maria Hatcher will be on vacation the week of May 26th, returning on June 3rd. If you have interface issues, please contact Marion Lancaster (mlancaster@dgs.state.va.us) or Parvin Mirshahi (pmirshahi@dgs.state.va.us) .

VDOT –

- Representatives not present.

DMAS –

- Representatives not present.

DSS –

- Richard Brough reported the interface is running smoothly. No progress on change/cancel and attachments.

DMME –

- Representatives not present.

ABC –

- Representatives not present.

DOLI –

- Cheryl Kimball reported she continues to work on the change and cancel orders programming. Cannot add all the pieces together until policy questions have been answered by the DPS policy committee.

DEQ –

- Representatives not present.

DCR –

- Representatives not present. Cheryl Kimball reported that the agency has requested some minor changes to the change/cancel orders, but as far as she knows, they have not tested the changes.

VATECH –

- Representatives not present.

UVA -

- Representatives not present.

VCU -

- Representatives not present.

4. Agency General Status

DMHMRSAS–

- Beth Lock reported that an import file was sent to eVA successfully without using the proxy server. They are still experiencing problems sending files through the proxy server. She asked if anyone was using proxy servers, and if they could assist. Chris Childress indicated that her network people might be able to assist. Beth will have her technical people contact DOLI's technical people.
Andy Kmett suggested several things for them to try. Beth will send Andy the Java Client configuration file to review.
- Beth reported that vendors are not sure who to contact to have their changed. Maria will send her email of eVA Customer Care for vendor to contact.

VCE –

- Andy Kmett reported that they have made great progress. They sent their first test file yesterday. They sent purchase orders with attachments, and everything seems to be working fine. Planning to send change and cancelled orders today.

*** Note: Minutes reflect discussions, not final decisions. A separate document will be provided with final decisions.

- The agency is now able to download the vendor 030 report via the Java Client. They are working on cleaning their vendor file. Their vendor file only matched approximately 300 of the eVA registered vendors. This will be a major effort to increase the matching.
- The agency decided to use UNSPSC instead of NIGP. They are currently working on assigning the UNSPSC to their items.
- They are also working on adding their ERP address ID to the eVA ship to and bill to addresses.

JMU –

- Representatives not present.

ODU –

- Representatives not present.

DMV –

- Representatives not present.

8. Policy Questions No new questions.

The next weekly interface meeting will be held on Thursday, May 29, 2003 at DGS in the ISS 9th floor conference room from 10:00 a.m. to 12:00 p.m. Please be prepared to give your agency's status on the import interface effort and problems if any.

Open Action Items

1. Find out if and how agencies will have access to the DGS Holding database. (Marion Lancaster)
2. Debbie Adams would like to know what other interfaces are on schedule and the timeline. (Marion Lancaster)

Closed Action Items

No actions items closed at this session.

Prepared by Maria F. Hatcher

*** Note: Minutes reflect discussions, not final decisions. A separate document will be provided with final decisions.